HOUSING COMMISSION MEETING

CITY OF DAVENPORT, IOWA

MONDAY, DECEMBER 23, 2019; 3:30 PM

POLICE DEPARTMENT, 416 N. HARRISON ST.

COMMISSION DECEMBER MEETING

I. Minutes

   A. Minutes of the November meeting

II. Financial Reports

   A. November Financial Reports

III. Occupancy Report

   A. November Occupancy Report

IV. Consideration Items

V. Discussion

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
12/23/2019

Subject:
Minutes of the November meeting

ATTACHMENTS:

	Type	Description
	Cover Memo	November minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	12/19/2019 - 9:08 AM

DAVENPORT HOUSING COMMISSION

Regular Meeting Minutes

November 18, 2019; 4:00 PM

City Hall Council Chambers,

226 W. 4th St.

Members Present: Wissing, Susich, Miller, Roberts

Staff Present: Gerhardt

I. The November 18, 2019 meeting of the Davenport Housing Commission was called to order at 4:02 p.m.

II. Roll Call-**ALL EXCEPT RUIZ**

III. Approval of October 21, 2019 minutes **APPROVED**

Approval of the Davenport Housing Commission Meeting Minutes for October 21, 2019
Roberts made a motion to accept. Susich seconded the motion.
The motion approved unanimously.

IV. Approval of August, 2019 Financials **APPROVED**

Approval of the Davenport Housing Commission Meeting Financials for August, 2019.
Miller made a motion to accept. Susich seconded that motion.
The motion approved unanimously.

V. Approval of October, 2019 Financials **APPROVED**

Approval of the Davenport Housing Commission Meeting Financials for October, 2019.
Susich made a motion accept. Miller seconded that motion.
The motion approved unanimously.

VI. Approval of the Occupancy and Utilization Report **APPROVED**

Approval of the Davenport Housing Commission Meeting Occupancy report as of November 14, 2019 and Utilization report for October 2019.
Roberts made a motion to accept. Susich seconded the motion.
The motion approved unanimously.

VII. Meeting Adjourned-**4:23PM**
Miller made a motion to adjourn. Susich seconded that motion.
The Motion approved unanimously.

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
12/23/2019

Subject:
November Financial Reports

ATTACHMENTS:

	Type	Description
🗋	Cover Memo	November Financial Reports

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	12/19/2019 - 9:28 AM

MONTHLY FINANCIALS REPORT
NOVEMBER 2019

HERITAGE

ACCOUNT	BUDGET	NOVEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	$128,817.00	$9,206.86	$48,579.26	37.71%	$80,237.74
Office Supplies & Services	$17,000.00	$1,162.98	$6,469.78	38.06%	$10,530.22
Books & Periodicals	$0.00			0.00%	$0.00
Utility Services	$125,000.00	$8,566.23	$48,174.10	38.54%	$76,825.90
Telephone	$1,500.00	$166.43	$665.08	44.34%	$834.92
Memberships & Publications	$450.00			0.00%	$450.00
Professional Services	$4,930.00	$36.62	$2,387.60	48.43%	$2,542.40
Liability Insurance	$9,846.00	$0.00	$9,846.00	100.00%	$0.00
Rental Assistance	$0.00			0.00%	$0.00
Data Processing	$6,600.00	$550.00	$2,750.00	41.67%	$3,850.00
Facilities Maintenance	$292,704.00	$25,238.19	$135,063.75	46.14%	$157,640.25
Property Insurance	$3,554.00	$0.00	$3,554.00	100.00%	$0.00
Maintenance-Machinery & Equip	$0.00			0.00%	$0.00
Maintenance-Motor Vehicles	$0.00			0.00%	$0.00
Workers Compensation	$9,516.00	$0.00	$9,516.00	100.00%	$0.00
Indirect Cost Allocation	$72,431.00	$6,035.92	$30,179.60	41.67%	$42,251.40
Rental Inspections	$25.00	$0.00	$635.00	2540.00%	($610.00)
TOTALS	$672,373.00	$50,963.23	$297,820.17	44.29%	$374,552.83

MONTHLY FINANCIALS REPORT
NOVEMBER 2019

PUBLIC HOUSING

ACCOUNT	BUDGET	NOVEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	$105,504.00	$7,444.25	$27,012.79	25.60%	$78,491.21
Office Supplies & Services	$1,035.00			0.00%	$1,035.00
Books & Periodicals	$0.00			0.00%	$0.00
Utility Services	$2,000.00	$86.50	$526.93	26.35%	$1,473.07
Telephone	$300.00	$32.21	$128.71	42.90%	$171.29
Memberships & Publications	$0.00			0.00%	$0.00
Professional Services	$1,430.00	$154.48	$735.36	51.42%	$694.64
Liability Insurance	$9,833.00	$0.00	$9,833.00	100.00%	$0.00
Utility Reimbursements	$20,000.00	$2,116.05	$9,470.27	47.35%	$10,529.73
Data Processing	$6,600.00	$550.00	$2,750.00	41.67%	$3,850.00
Facilities Maintenance	$138,967.00	$8,684.61	$71,367.58	51.36%	$67,599.42
Property Insurance	$3,547.00	$0.00	$3,547.00	100.00%	$0.00
Maintenance-Machinery & Equip	$0.00			0.00%	$0.00
Maintenance-Motor Vehicles	$0.00			0.00%	$0.00
Workers Compensation	$9,482.00	$0.00	$9,482.00	100.00%	$0.00
Indirect Cost Allocation	$54,908.00	$4,575.67	$22,878.35	41.67%	$32,029.65
Rental Inspections	$525.00	$0.00	$775.00	147.62%	($250.00)
TOTALS	$354,131.00	$23,643.77	$158,506.99	44.76%	$195,624.01

MONTHLY FINANCIALS REPORT
NOVEMBER 2019

SECTION 8

ACCOUNT	BUDGET	NOVEMBER	YTD	% EXP	BALANCE
Travel (54401010 520210)	$ 1,600.00			0.00%	$ 1,600.00
Payroll/Employee Benefits	$404,874.00	30,541.30	157,993.47	7.54%	$ 246,880.53
Office Supplies & Services	$13,700.00	2,144.09	5,631.42	15.65%	$ 8,068.58
Telephone	$2,500.00	322.11	1,287.23	12.88%	$ 1,212.77
Memberships & Publications	$500.00			0.00%	$ 500.00
Professional Services	$3,861.00	-	1,627.96	0.00%	$ 2,233.04
Liability Insurance	$12,596.00	-	12,596.00	0.00%	$ -
Rental Assistance & Utility Reimb	$3,500,000.00	299,263.00	1,434,780.00	8.55%	$ 2,065,220.00
Port-in rent	$100,000.00	585.00	70,701.00	0.59%	$ 29,299.00
Project expense	$10,000.00	681.60	4,473.00	6.82%	$ 5,527.00
Other supplies	$8,000.00			0.00%	$ 8,000.00
Property Insurance	$4,454.00			0.00%	$ 4,454.00
Data Processing	$29,800.00	2,483.33	12,416.65	8.33%	$ 17,383.35
Maintenance-Machinery & Equip	$2,050.00	275.19	907.35	13.42%	$ 1,142.65
Maintenance-Motor Vehicles	$665.00	-	65.85	9.90%	$ 599.15
Workers Compensation	$10,993.00	-	10,993.00	100.00%	$ -
Indirect Cost Allocation	$58,000.00	4,833.33	24,166.65	41.67%	$ 33,833.35
TOTALS	$ 4,163,593.00	$ 341,128.95	$ 1,737,639.58	41.73%	$2,425,953.42

MONTHLY FINANCIALS REPORT
NOVEMBER 2019

ALL PROGRAMS

ACCOUNT	BUDGET	NOVEMBER	YTD	% EXP	BALANCE
Payroll/Employee Benefits	$639,195.00	$47,192.41	$233,585.52	36.54%	$405,609.48
Office Supplies & Services	$31,735.00	$3,307.07	$8,613.87	27.14%	$23,121.13
Travel	$ 1,600.00	$0.00	$0.00	0.00%	$1,600.00
Books & Periodicals	$0.00	$0.00	$0.00	0.00%	$0.00
Utility Services	$127,000.00	$8,652.73	$48,701.03	38.35%	$78,298.97
Telephone	$4,300.00	$520.75	$1,115.90	25.95%	$3,184.10
Memberships & Publications	$950.00	$0.00	$0.00	0.00%	$950.00
Professional Services	$10,221.00	$191.10	$3,122.96	30.55%	$7,098.04
Liability Insurance	$32,275.00	$0.00	$19,679.00	60.97%	$12,596.00
Rental Assistance & Utility Reimb	$3,620,000.00	$301,964.05	$309,318.27	8.54%	$3,310,681.73
Other supplies	$8,000.00	$0.00	$0.00	0.00%	$8,000.00
Property Insurance	$4,454.00	$0.00	$0.00	0.00%	$4,454.00
Data Processing	$43,000.00	$3,583.33	$7,983.33	18.57%	$35,016.67
Facilities Maintenance	$431,671.00	$33,922.80	$206,431.33	47.82%	$225,239.67
Property Insurance	$7,101.00	$0.00	$7,101.00	100.00%	$0.00
Maintenance-Machinery & Equip	$2,050.00	$275.19	$275.19	13.42%	$1,774.81
Maintenance-Motor Vehicles	$665.00	$0.00	$65.85	9.90%	$599.15
Workers Compensation	$29,991.00	$0.00	$29,991.00	100.00%	$0.00
Indirect Cost Allocation	$185,339.00	$15,444.92	$77,224.60	41.67%	$108,114.40
Rental Inspections	$550.00	$0.00	$1,410.00	256.36%	($860.00)
Office Furniture & Equipment	$0.00	$0.00	$0.00	0.00%	$0.00
TOTALS	$5,190,097.00	$415,735.95	$2,193,966.74	42.27%	$2,996,130.26

City of Davenport
Housing Commission

Department: Housing Commission
Contact Info: Destiny Gerhardt

Date
12/23/2019

Subject:
November Occupancy Report

ATTACHMENTS:

Type	Description
Cover Memo	November Occupancy Report

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Gerhardt, Destiny	Approved	12/19/2019 - 9:36 AM

OCCUPANCY AND UTILIZATION REPORT

DAVENPORT HOUSING COMMISSION

OCCUPANCY REPORT AS OF December 19, 2019

Public Housing	Bedroom Size			
	2	3	4	Total
Occupied #	13	24	4	41
Allocation #	14	24	4	42
Occupancy %	92.9%	100.0%	100.0%	97.6%
Units Vacant:	747 W 61st St. #4			

Heritage	Bedroom Size		
	1	2	Total
Occupied #	111	2	113
Allocation #	118	2	120
Occupancy %	94.1%	100.0%	94.2%
Units Vacant:	Apts.	402	903
	208	612	1108
	211	701	

UTILIZATION REPORT FOR NOVEMBER 2019

Vouchers	Bedroom Size							
	0	1	2	3	4	5	6	Total
Previous Month	11	229	254	132	18	3	1	648
Current	14	244	271	144	18	3	1	695
Funds available	$ 308,094	Average funding available each month						
Funds spent	$ 300,556							
% of Funds Used	97.6%	Average funding used each month						